

## Publication Guidelines

### Teen Times

In order to expand *Teen Times* to the website, we need your stories!

#### Timeline:

Issue	Article/Photo Deadline
September/October	July 1
November/December	October 1
January/February	December 1
March/April	February 1



## Photo Guidelines

Journalists appreciate receiving photos or artwork specific to the topic of your release. Double-check the photos are 5x7 inches or larger, with a complete caption taped on the back of each photo. High-resolution digital files are preferred, provided the image has a resolution of 300 dpi or higher in jpeg format. Each photo must indicate credit (who took the photo), and caption.

#### Before Taking the Photograph:

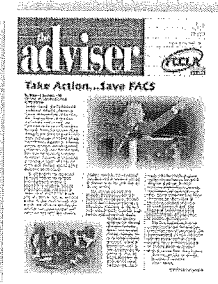
- **Check lighting.** Ensure the lighting is sufficient to bring out the detail and show the true, bright colors of the subjects. Avoid shadows and do not take photographs inside a garage or warehouse. When using a flash, avoid reflections on glass or mirrors.
- **Show detail.** Let the subject fill the entire frame. If the person(s) clothing/belongings contain activity/event/program names and/or sponsors, include them in the photo.
- **Avoid clutter.** Remove anything in the background that distracts from the item being accessed. A plain colored fabric backdrop can be used to accomplish this when taking a photo of a lineup. However, do not use all white because the contrast will be too great.
- **No offensive or derogatory information.**

**After taking the photograph**, it is important to balance the contrast and brightness, rotate the photo to the correct position, and crop unnecessary background items.

## Copyright

As publisher, FCCLA protects its rights and those of its authors from copyright infringement. An author who requests permission to republish his or her submission generally receives it, with the understanding that the author will cite FCCLA as the original publisher.

Each author is responsible for the accuracy of references, quotations, tables, and photo releases and should inform FCCLA if the article has been published elsewhere.



### The Adviser

Share lesson plans and other ideas with fellow FCCLA advisers.

#### Timeline:

Issue	Article/Photo Deadline
Fall	July 1
Spring	January 1

Check out the FCCLA website to submit your stories and pictures today.

## National Program

### Lesson Plans and Activities

Submit your favorite lesson plans and/or activities, so that FCCLA can build its national program offerings by including your information on the website for other advisers to integrate into their classrooms.

#### Timeline:

Year round.

## QUESTIONS

Please contact: Communications Coordinator  
1910 Association Drive, Reston, VA 20191-1537  
703-476-4900